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Form RE-2



Higher Education Accreditation Seminar

Stevensville, Maryland
August 6-7, 2019

Seminar Goals:

- Deepen staff's understanding of what accreditation is, the purposes of accreditation, and the types of accreditation;
- Review the role the federal government plays in overseeing accreditors and accreditation;
Expand staff's understanding of institutional reviews and accreditor recognition;
- Provide staff with an update on negotiated rulemaking as it relates to higher education accreditation;
- Consider how accreditors are currently assessing student outcomes;
- Introduce staff to alternative approaches to assessing institutional and/or program quality; and,
- Discuss critiques of the current accreditation system and consider potential improvements.

Tuesday, August 6

8:45 am	Staff arrive to board shuttle Peace Circle Pennsylvania Ave. and First Street NW, Washington, D.C.
9:00 am	Depart Peace Circle
10:15 am	Arrive at Kent Manor Inn 500 Kent Manor Drive Stevensville, MD 21666
10:15-10:30 am	Check-In and Registration

10:30am – 12:00 pm **Welcome & Accreditation Overview**

Speaker:

MaryEllen McGuire, PNPI

Elise Scanlon, Elise Scanlon Law Group

Questions for Discussion:

- What is accreditation?
What purposes does it serve?
- What types of institutions are accredited?
What is the higher education triad?
What are the current roles/responsibilities of and relationships among the members of the higher education triad?
- What types of accreditors are there (regional, nationals, specialty)?
What is NACIQI? How are members chosen?
- What is NACIQI's role in ensuring accountability?
- What is the relationship between NACIQI and the U.S. Department of Education (ED)?
- What has GAO recently found regarding the strengths and weaknesses of ED's oversight of accreditors?
- What has the IG found and reported?

12:00 – 1:00 pm **Lunch – Ask an Accreditation Expert!**

Lunch will provide an opportunity for staff to ask the day's panelists additional questions in a smaller group setting.

1:00-2:15 pm **Accreditation Simulation: Accrediting Institutions**

Speaker:

Elise Scanlon, Elise Scanlon Law Group

Staff will review the steps involved in accrediting an institution and will take part in a mock accreditation review.

2:15-2:30 pm **Break**

2:30-3:45 pm **Accreditation Exercise: Recognizing Accreditors**

Speaker:

Antoinette Flores, Center for American Progress

Staff will learn more about the recognition process and take part in an exercise designed to help them better understand how the process unfolds.

3:45-4:00 pm **Break**

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Lunch- Ask an Accreditation Expert!

1:00-2:30 pm

Accreditation Roundtable: Critiques & Reform

Emily Bouck West, Higher Learning Advocates

Rick O'Donnell, Skills Fund

Jamie Shipley, WASC Senior College and University Commission

2:30-2:35 pm

Break

Closing PNPI Session

What is your biggest takeaway from the last two days?

- What were you most surprised to learn?
How might you apply what you learned to your current work?
- Is there a part of the process you'd like to learn more about?

Depart from Kent Manor Inn

Arrive at Peace Circle, Washington, D.C.

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Originally submitted 7/8/19

ETHIC JUL11'19PM 5:34

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Tim Carlton

Name of Traveler: _____

Senator Bill Cassidy

Employing Office/Committee: _____

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): August 6-7, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Stevensville, MD

Explain how this trip is specifically connected to the traveler's official or representational duties:

As an Education Policy Advisor for Senator Bill Cassidy on the Senate Health, Education, Labor, and Pensions (HELP) Committee, I am responsible for knowing and understanding how institutions of higher education are accredited and the role accreditation plays in American colleges and universities. I anticipate that this trip will deepen my understanding and knowledge of the accreditation process, which will allow me to better serve Senator Cassidy as a member of the Committee.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/11/2019
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

BILL CASSIDY hereby authorize Tim Carlton
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/11/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



Dear Tim Carlton,

We will depart for Kent Manor Inn at 8:45 am on Tuesday, August 6 from Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol), Pennsylvania Avenue and First Street NW, Washington, D.C. The program will begin at 10:30 am and will conclude on Wednesday, August 7 at 3:15 pm. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's Accreditation seminar promises to be both educational and productive. We look forward to your participation!

Sincerely,

A handwritten signature in black ink, appearing to read 'MaryEllen McGuire', written in a cursive style.

MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-407-3172

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: This trip is designed to increase participants' understanding of accreditation, its purpose, its types, and the complexities and challenges present in the current system.
3. Dates of travel: August 6-7, 2019
4. Place of travel: Stevensville, MD
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- OR -

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

-

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings, and boot camps to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$55.56 (round trip shuttle to Kent Manor Inn)	\$118	\$94	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Kent Manor is located approximately 60 miles east of D.C. providing convenient access for congressional staff and speakers.

19. Name and location of hotel or other lodging facility:

Kent Manor Inn, 500 Kent Manor Drive, Stevensville, MD 21666

20. Reason(s) for selecting hotel or other lodging facility:

The facility provides both meeting space and overnight lodgings on-site.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$118/night, the federal per diem. Total meal costs are below per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be taking a chartered bus round-trip.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

5. Name and title of Senate invitees:

Mary Nguyen Barry
Senior Policy Advisor
Senator Murray

Allison Feikes
Legislative Assistant
Senator Braun

Tim Carlton
Policy Advisor
Senator Cassidy

Karishma Merchant
Senior Education Policy Advisor
Senator Kaine

Pam Davidson
Professional Staff Member
Senator Enzi

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Senate HELP committee.

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